

MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY (MDCH/ODCP) STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)	
WORKGROUP NAME:	Coalition Workgroup
DATE:	Wednesday, April 23, 2008
TIME:	2:30-3:30 P.M.
LOCATION:	State of Michigan, Conference Call #404-443-6397 Access Code: 3319646#
CHAIRPERSON:	Ann Comiskey
RECORDER:	Carolyn Foxall

INTENDED MEETING OUTCOME

1. Final disposition of CW questionnaire
2. Broader use of the Michigan Profile for Healthy Youth (MiPHY)
3. Next Steps

KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)

THIS SECTION IS THE NARRATIVE OF YOUR MEETING. PLEASE DESCRIBE IN DETAIL WHAT HAPPENED DURING THE MEETING AND THE KEY POINTS ADDRESSED. REMEMBER, THESE NOTES ARE A COMMUNICATION TOOL. PLEASE MAKE SURE OTHERS NOT AT THE MEETING CAN GET A CLEAR SENSE OF WHAT OCCURRED.

- I. CW Questionnaire: Foxall reported that the questionnaire had been approved by ODCP and distributed by e-mail to the persons identified on the Coalition Listing submitted by regional CAs. Comiskey reported that the questions had been formatted into the Zoomerang system by Sara Lurie. It was requested that Bullard input any e-mailed surveys, as the Zoomerang has the ability to aggregate information and generate reports. Comiskey made herself available to assist with technical glitches.
- II. There was general discussion surrounding how the MiPHY could be supported by the CW. It was noted that the Asset Survey complimented the MiPHY and that other issues can be bridged to it. Kelsey Winston mentioned that conducting informal meetings can serve to reduce defensiveness/resistance. Others saw it as an opportunity to bring allies with mutual concerns to the table. Barriers cited were: some experienced technological problems; the logistics of assembling students into a computer lab to complete the web-based survey; for some the MiPHY created concern about confidentiality.

The CW requested that Foxall invite Kim Kovalchick or another representative designated by Bob Higgins (MiPHY Director) to speak at the next CW face-to-face meeting on May 16th. This was coupled with a request for a brief PowerPoint and talking points that could become a user-friendly tool for. Foxall will also send a map with the published minutes of communities who have participated with the MiPHY to date.
- III. Next Step Items
 - a. Foxall was asked to check with ODCP's section secretary regarding the possibility of a SPF/SIG ListServ and report at the May meeting.
 - b. There was consensus the MiPHY project may have mutual audience and issues connection to the American Athletic Institute program. The group expressed a desire to speak with Felix Sharpe in this regard, while also indicating being cautious about being stretched too thin. They were advised that Sharpe had appointed a Strategy Team to steer the process, but that the CW would likely be asked to assist in some capacity.

ACTION			
<p>■ THE ACTION ITEMS ARE SIMILAR TO YOUR TASKS. ALL ACTION ITEMS MUST BE IN LINE WITH THE TPCI MODEL.</p> <p>■ IN THE FIELD “ACTION ITEM” PLEASE DESCRIBE FROM YOUR MEETING WHAT ACTION WILL BE TAKEN. IN THE FIELD “RESPONSIBLE,” PLEASE INDICATE WHO IS RESPONSIBLE FOR THAT ACTION. IN THE “DEADLINE” FIELD, PLEASE LIST THE DEADLINE FOR THE ACTION TO BE COMPLETED. IN THE “PROGRESS AND FOLLOW-UP ACTIONS” COLUMN, PLEASE TRACK THESE ACTION ITEMS OVER TIME.</p> <p>■ FOR EACH ITEM YOU LIST, YOU SHOULD DESCRIBE WHAT SHOULD HAPPEN (IN THE “ACTION ITEM” FIELD), & WHAT ACTUALLY HAPPENED, (IN THE “PROGRESS AND FOLLOW-UP” FIELD). ALSO, INDICATE WHEN YOU COMPLETE THE ACTION ITEM.</p>			
ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
Request MDE MiPHY speaker	Carolyn Foxall	05/06/09	E-mail sent to Bob Higgins on May 2, 2008
Provide a map of MiPHY participants.	Carolyn Foxall	05/02/08	Minutes and map e-mailed on 05/02/08
Inquire about SPF/SIG ListServ	Carolyn Foxall	05/16/08	
Coordinate conference call arrangements	Carolyn Foxall	Ongoing 4 th Wed except when face- to-face	Conference Call #404-443-6397 Access Code 3319646#
Type Minutes	Carolyn Foxall	05/05/08 (within 10 working days of meeting)	Draft Completed 05/02/08

WORKGROUP OVERLAP		
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORDS OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>		
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP
INTER-GOVERNMENTAL	RESOURCE SURVEY	COMPARE ENVIRONMENTAL SCAN STATE-LEVEL ISSUES TO COMMUNITY COALITIONS
RESEARCH & TECHNICAL ASSISTANCE REQUESTS		
<p>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE “NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT FIA.” THE ACTION ITEM WOULD BE “GATHERING RESEARCH ON RISK ASSESSMENT FROM FIA.” ANOTHER ACTION ITEMS MAY BE “JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY FIA.”</p> <p>■ NOTE THE REQUEST FOR RESEARCH IN THE “REQUEST FIELD.” NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE “TO WHOM” FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE “ACTION TAKEN” FIELD.</p> <p>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</p>		
REQUEST	TO WHOM	ACTION TAKEN

NEXT MEETING	
DATE:	FRIDAY, MARCH 14, 2008
TIME:	9:00 A.M. – 10:30 A.M.
LOCATION:	STATE OF MICHIGAN, CONFERENCE CALL: #404-443-6397 CODE: 3319646#

ANY ADDITIONAL COMMENTS?

ATTENDANCE			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
MEMBERS’ AND GUESTS’ NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Comiskey, Ann	Troy Community Coalition	CW Chairperson	Yes
Horsfall, Suzanne	Substance Abuse Council of Battle Creek, serving Calhoun County	CW Vice Chairperson	Yes
Foxall, Carolyn	MDCH-ODCP	Staff Liaison	Yes
Davenport, Cheryl	Troy Community Coalition	Member	No
Kroneck, John	Life Guidance Wellness and Prevention Services of Proaction Behavioral Health Alliance, Montcalm County	Member	No
Lampar, Ken	Macomb County Prevention Coalition	Member	Yes
Langston, Terry	Substance Abuse Prevention Services – Albion, MI	Guest	No
Laux, Tine	SAMHSA-CSAP Fellow	ODCP – Guest Staff	No
Lurie, Sarah	ISAP Ingham County/Eaton ISD		No
McAndrew, E.J.	Van Buren/Cass District Health Dept.	Member	No
Reese, Donnis	Alliance of Coalitions for Healthy Communities (ACHC)	Member	Yes
Scott, Larry	ODCP – Prevention Section Manager	ODCP Staff	No
Sharpe, Felix	ODCP – Prevention Section Director	ODCP Staff	No
Stoneburner, Brenda	MDCH – ODCP	ODCP – Guest Staff	No
Turk-White, Doreen	Empowerment Zone Coalition, INC., Detroit	Member	No
Winston, Kelsey	United Way of Jackson County; Jackson County Prevention Coalition	Member	Yes
Wood, Goldie	Bay County Prevention Network at the Neighborhood Resource Center	Member	Yes
Zimmerman-Oster, Kathleen	Test, Inc., Fraser	Member	No